

The Owatonna Public Utilities Commission met in regular session in the training room of the Owatonna Fire Department. Present were Commissioners Cosens, Ihrke, Schreiner, Stansberry, and Simon. Also present were General Manager Bruno; City Administrator Busse; Director, Financial & Administrative Services Fondell; Director, Engineering, Electric & Meter Services Johnson; Manager, Energy Management & External Relations Warehime; Manager, HR, Safety, Risk & Loss Control Madson; Executive/HR Assistant Schmoll; Accountant Teresa Hottman; and Mark Fritsch, General Manager Bruno's replacement.

Tammy Schmoll led the Pledge of Allegiance.

Minutes

The Minutes from the rescheduled meeting of August 30, 2011 were presented to the Commission. Commissioner Schreiner moved to approve the Minutes as presented. Commissioner Simon seconded the motion. All Commissioners voting Aye, the motion passed.

Committee Reports

Personnel Committee – Commissioner Schreiner reported the Personnel Committee did not meet.

Finance Committee – Commissioner Cosens reported the Finance Committee met, reviewed and approved Vouchers in the amount of \$5,395,328.63. There were not any work orders.

City Administrator's Report

City Administrator Busse reported labor contracts with the IUOE (International Union of Operating Engineers) and the Firefighters have been settled. She noted the contracts included a 1% wage increase effective July 1, 2011 and new health insurance language which indicates the City's contribution is a flat dollar amount versus a percentage. Both contracts are one year contracts. City Administrator Busse further reported the City is in the middle of their budgeting process and are looking at each department separately to allow the City Council to better understand what is being budgeted in each department.

Resolution Changing the SMMPA Member Representative

General Manager Bruno presented a Resolution to the Commission changing the SMMPA member representative from Mike Bruno to Mark Fritsch effective October 3, 2011. Commissioner Simon moved to approve the Resolution as submitted. Commissioner Ihrke seconded the motion. All Commissioners voting Aye, the motion passed.

Well #2 & #4 Flood Protection Bid Tab

The attached bid tabulation for the Well #2 & #4 Flood Protection was presented to the Commission. The project consists of raising the elevation of Wells #2 & #4. Based on projected costs from Barr Engineering, OPU budgeted \$600,000 for this project. Bids came in between \$323,000 and \$418,500. The Department of Natural Resources will pay half of the actual cost of the project up to \$300,000. Staff recommended awarding the bid to the evaluated low bidder, Rocon, in the amount of \$323,000. Commissioner Schreiner moved to award the bid to Rocon in the amount of \$323,000. Commissioner Ihrke seconded the motion. All Commissioners voting Aye, motion passed.

Contributed Services

The Contributed Services report as of August 31, 2011 was presented to the Commission. The Commission signed the report.

General Manager/Staff Report

General Manager Bruno announced SMMPA has hired a Chief Operating Officer to replace Dave Geschwind who was hired as Executive Director/CEO after Ray Hayward retired. Mark Mitchell will begin on November 7th.

Director, Engineering, Electric & Meter Services Johnson reported there are three water main projects being worked on in conjunction with City street projects. Commissioner Cosens inquired about a project not be completed at the intersection of Cherry and 11th St. Staff which check into and report back the status.

General Manager Bruno reported the next power plant repurposing meeting is scheduled for October 4th at 9:00 a.m. Any Commissioners wishing to get a tour of the power plant after that meeting are encouraged to contact Ronnie Johnson. Commissioner Cosens encouraged the other Commissioners to take the tour as it is very informational and helped him get a better understanding of how the company works and what things can be improved during the repurposing.

Director, Administrative & Financial Services Fondell gave a recap to the Commission of the APPA Business & Financial Conference she attended. She noted one specific area of interest was a session that discussed alternative ways to find hidden revenues. One part had to do with a web site called govdeals.com. It is similar to Ebay but for government entities. It allows entities to place items on there for sale and meets the requirements of a public sale. OPU may utilize this website during the repurposing project.

Manager, Energy Management & External Relations Warehime announced OPU did a soft launch on their new website and will advertise it in October.

Mark Fritsch noted he is looking forward to joining the team.

Manager, HR, Safety, Risk & Loss Control Madson reported the apprentice lineworker position is closed and interviews will begin in the next couple weeks. We are hoping to fill the position in October. Also, there were not any internal candidates for the Meter Serviceworker position so we will search externally next. We hope to have that position filled in November.

City Administrator Busse added after an extensive interview process, Greg Schultz was selected as the new City Council member to replace City Council Member Moen who resigned. Also, the City hired a new building official, Paul Hughes, who will start on October 3 and replaces Gary Yoder who retired.

Commission Roundtable

Commissioner Stansberry – With the reminders in the newspaper of the flood last year at this time, Commissioner Stansberry thanked everyone for being so diligent in their profession in keeping up morale and everything running.

Commissioner Simon – Nothing.

Commissioner Ihrke – Welcome to Mark Fritsch.

Commissioner Schreiner – Nothing.

Commissioner Cosens – Welcomed Mark Fritsch on behalf of the Commission and thanked the Commissioners and staff for all their work during the search for the new general manager. Commissioner Cosens also thanked Mike Bruno for all his hard work.

Adjournment

There being no further business to come before the Commission, Commissioner Stansberry moved to adjourn the meeting. Commissioner Schreiner seconded the motion. All Commissioners voting Aye, the meeting adjourned at 4:34 p.m.

Respectfully submitted,

Tammy Schmoll
Executive/HR Assistant

BID TABULATION

Project: Well No. 2 and 4 Flood Protection

Project #: WP313XC057

Date/Time of Opening: 9/16/11, 1:00 p.m. CST

Budget #: 0023

Budget Amt: \$65,000

Project Amt: \$600,000

Est. Budget Portion: \$65,000

Acct. Number: 2-00-10100-3130

Vendor	Bid Security	Addendum Acknowledged?	Base Bid Amount
Terranova, LLC	Yes	Yes	\$418,500
Magney Construction	Yes	Yes	\$379,600
Casey & Grossbeck	Yes	Yes	\$357,000
Rice Lake Construction Group	Yes	Yes	\$405,900
Rocon	Yes	Yes	\$323,000 **
AJ Lysne	Yes	Yes	\$332,000

** - Apparent Low Bidder

Bidders List

Project: Well No. 2 and 4 Flood Protection

List of Firm Furnished Bid Documents:

Available online on Quest CDN

List of Ineligible Bidders:

None